

MEMORANDUM FOR: Chief, ERD, LFD, MSD, PG and TSD

SUBJECT : Planning Conference, 28-29 September

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A conference will be held on 28 and 29 September to discuss organizational and resource changes that need to be considered to place OIA in a better position to respond to the present and future production needs of CIA. This day and a half session will be organized in such a way to allow each division to present its views, and to allow the remainder of the group to address questions to that division. At the end of the session, there will be a recap by the Director. The information presented at the conference will be taken back to the office and used by the Director and Deputy to formulate necessary organizational and resource changes.

The approach to be taken at the conference will be to provide each division chief with about one and one-half hours to describe his division's analytic efforts. In so doing he should take a zero base budget approach. That is, he should identify each discrete area of analytic activity; the level of resources now being devoted to each; and anticipated changes during the next fiscal year. The areas of analytic activity should be arranged in priority order and the emphasis in discussion should be on those areas which are considered to be most important and those considered to be least important. It is strongly suggested that each component chief meet with his counterparts at headquarters to get the benefit of their views as to what they see as the issues that are and will be driving intelligence production.

If there are any other topics you wish to discuss at the conference, please let the Executive Officer know by 7 September.

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